

**COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES**  
**JOB OPPORTUNITY**  
**Human Rights Attorney 2 (SH28)**  
**May be underfilled as Human Rights Attorney 1 (SH25)**  
**Legal Division**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** 25 Sigourney Street, Hartford

**Job Posting No:** 679 – Human Rights Attorney 2  
680 – Human Rights Attorney 1

**Hours:** 8:00 a.m. to 4:30 p.m.

**Salary:** \$78,743 - \$99,234 (SH28) (employees new to state service start at the minimum salary)  
\$68,019 - \$86,386 (SH25) (employees new to state service start at the minimum salary)

**Closing Date:** **SEPTEMBER 22, 2014**

The Legal Division enforces this state's laws against discrimination and works to advance civil rights in Connecticut through compliance and education. Public Act 11-237 greatly expanded the role of the Legal Division at the Commission on Human Rights & Opportunities (CHRO). The Legal Division is now involved in mediations, performing legal reviews and making case processing decisions at early legal intervention. Additionally the Legal Division has recently begun to investigate complaints involving bullying in public schools as well as racial profiling complaints. Please see the CHRO website [www.ct.gov/chro](http://www.ct.gov/chro) for additional information.

**Eligibility Requirement:** These are non-examined positions. Individuals interested in being considered must meet the experience and training requirements as noted below.

**Examples of Duties: Human Rights Attorney 2:** As a legal practitioner prepares and represents Commission in contested case hearings and litigation before other administrative bodies and courts in cases of varying degrees of difficulty and complexity in matters jointly prescribed by the Commission and Office of the Attorney General; exercises judgment in prosecution of a heavy caseload of discriminatory practice complaints; attends settlement and pre-trial conferences; provides legal counsel and assistance to Commission constituent units; exercises independent judgment and discretion in analysis and application of state and federal statutes, rules and regulations, constitutional provisions, administrative and court decisions and other legal authorities; may negotiate settlements, carry out appeals or assist on highly technical or specialized cases; performs related duties as required.

**General Experience: Human Rights Attorney 2 –** Two (2) years of experience in the practice of law including handling constitutional, employment discrimination, labor or civil rights matters.

**Special Experience: Human Rights Attorney 2 -** One (1) year of General Experience must have been in trial or appellate legal work.

**Note:** Incumbents in this class must be admitted to practice law in the State of Connecticut at time of appointment.

**Examples of Duties - Human Rights Attorney 1:** As a legal practitioner receives generalized training in routine to moderately complex legal work; prepares and represents Commission in contested case hearings and litigation before other administrative bodies and lower courts in matters jointly prescribed by Commission and Office of the Attorney General including but not limited to employment discrimination cases and any proceeding where a state agency or officer is an adversary party; attends settlement, conciliation, mediation and pre-trial conferences; assists and provides legal counsel and assistance to Commission constituent units; analyzes and applies state and federal statutes, rules and regulations, constitutional provisions, administrative and court decisions and other legal authorities; assists in preparing and representing Commission in more difficult cases; interviews witnesses, complainants, corporate and governmental officials, takes or attends depositions and prepares evidence in form of statements, documents, records, exhibits, photographs and electronic recordings for presentation in administrative or court proceedings; performs legal research and prepares legal memoranda on assigned cases; prepares subpoenas, affidavits and interrogatories in connection with cases in litigation or under investigation; may act independently in these areas as assigned; performs related duties as required.

**General Experience Requirement – Human Rights Attorney 1:** A degree from an accredited law school. Incumbents in this class must be admitted to practice law in the State of Connecticut within one (1) year of the date of appointment.

Note: You do not have to submit proof of your law degree (official transcript) and/or membership in the Connecticut bar if it is not readily available. However, you must arrange for an official transcript(s) to be sent directly from the accredited educational institution(s) to application address listed in the posting. These official transcript(s) must be received by our agency prior to any offer or employment. If the institution of higher learning is located outside of the United States, you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies. The responsibility for and the costs associated with obtaining this equivalency rest with the applicant.

**Career Progression:** An individual appointed as a Human Rights Attorney 2 is eligible for promotion to Human Rights Attorney 3 (SH32) after three (3) years of successful and satisfactory performance as a Human Rights Attorney 2 at the Commission on Human Rights and Opportunities. An individual appointed as a Human Rights Attorney 1 is eligible for promotion to Human Rights Attorney 2 after completion of two (2) years of successful and satisfactory performance as a Human Rights Attorney 1. (The incumbent would then be eligible for appointment to Human Rights Attorney 3 after meeting the requirements noted above.)

**The ideal candidate for appointment as a Human Rights Attorney 2** would have considerable knowledge of federal and state civil rights legislation and interpretations, employment discrimination, administrative and constitutional law and rules of evidence; considerable knowledge of legal principles and their application; knowledge of rights, obligations and statutory authority of Commission on Human Rights and Opportunities; knowledge of rules and conduct of proceedings in trial and appellate courts; considerable interpersonal skills; considerable oral and written communication skills; considerable litigation and legal counseling skills; considerable ability to analyze legal problems and present statements of fact, law and argument; considerable ability to negotiate settlements of discriminatory practices complaints; ability to research, draft and review proposed regulations, legislation and other matters relative to Commission..

**The ideal candidate for appointment as a Human Rights Attorney 1** would Considerable knowledge of basic legal principles and their application; knowledge of federal and state civil rights legislation; knowledge of administrative and constitutional law and rules of evidence; knowledge of pleadings and motion practice; knowledge of economic and social impact of discrimination on protected classes; considerable interpersonal skills; considerable oral and written communication skills; litigation and legal counseling skills or aptitude; ability to analyze legal problems. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Eligible applicants should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current CHRO employees are not required to complete the Pre-Authorization and Release Form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 679 or 680 on the application as appropriate. Current state employees must submit their last two service ratings and their attendance records for two years. **Applications will not be considered without all of the required documents as noted above.** Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

**Department of Labor  
Human Resources Office  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX (860) 263-6699**

If you are faxing your application, please do not mail additional copies. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** All applicants may not receive an interview. Please do not call concerning your application. The Department of Labor provides administrative support to the Commission on Human Rights & Opportunities (CHRO). Send/fax application materials only to the address noted above.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.

**CURRENT CHRO EMPLOYEES DO NOT HAVE TO COMPLETE THIS FORM**

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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Date Signed

Signature of Applicant

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As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

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Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link: [http://www.ct.gov/ethics/lib/ethics/guides/public\\_officials\\_guide\\_10.pdf](http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf)